

JOB DESCRIPTION

City of Kerrville, Texas

Position Title:

Effective Date: December 2014

Chief of Police

HR#: 113-A01

Department	Police	Pay Grade	42
Division	Administration	FLSA Classification	Exempt
Immediate Supervisor	City Manager	Employment Status	Regular Full-time

Job Summary:

Direct, manage, plans and oversee the operations and activities of the Police Department, including field operations, investigations, support services, telecommunications, special operations unit, and general administration. Coordinate assigned activities with other City departments and outside agencies. Exercise direct supervision over management, professional, and clerical staff.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Principle Duties and Responsibilities:

This information is intended to be descriptive of the principle duties and responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

- 1) Full management responsibility for all department services and activities, including patrol, traffic, criminal investigations, special operations, records and inventory management/control, communications, internal affairs, and law enforcement; develop, implement and administer policies and procedures.
- 2) Plan, direct and coordinate, through subordinate-level staff, the department work plan; meet regularly with management staff to identify and resolve problems; assign operational, project and programmatic areas of responsibility; review and evaluate work methods and procedures of department.
- 3) Manage, direct, and oversee maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest, and detention of law violators, and maintenance of police records.
- 4) Manage the development and implementation of department goals, objectives, policies and priorities for each assigned division; establish, within City policy, appropriate service and staffing levels, and allocate resources accordingly.
- 5) Respond to emergency situations and conditions during business as well as non-business hours to provide direction to staff and coordination with other agencies during such situations.
- 6) Oversee and direct the operations of the department by working with the command staff to solve community problems and develop policies and guidelines to address such problems.
- 7) Formulate department rules, procedures and policies, and insure their fair and equitable implementation. Work with supervisors and employees to correct deficiencies; implement and administer disciplinary and termination procedures.

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- 8) Promote and maintain effective intra-departmental discipline and morale. Participate in brainstorming professional group meetings and sessions with staff on issues that may be outside area of direct responsibility.
- 9) Develop and implement department training programs; insuring modern police techniques are utilized through aggressive and proactive training; establish safety programs that promote safety and minimize the severity and number of on-the-job injuries and accidents. Develop, implement and promote physical conditioning and fitness testing.
- 10) Plan for future growth of the department by researching and implementing new management and operational philosophies, techniques and technologies for police departments.
- 11) Perform community relations' duties by interacting with the public concerning complaints or concerns and communicating with the media and civic groups regarding the goals, objectives and accomplishments of the department.
- 12) Promote a positive image of the department and City through creative and innovative programs sponsored by the Police Department for citizens of all ages. Encourage suggestions and ideas from within the department as well as external sources.
- 13) Act as the City's representative by serving on various boards and committees; including active participation in the Alamo Area Council of Governments.
- 14) Cooperate with the City management team by assisting the City Manager and department directors to enhance the quality of life for the citizens of the community.
- 15) Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support functions, and internal reporting relationships; identify opportunities for improvement, and direct the implementation of changes.
- 16) Act as official departmental representative and provide staff assistance to other City departments, City Manager's Office, elected officials, and outside agencies. Develop and maintain effective working relationships with County, State and Federal law enforcement agencies as well as various levels of the judicial system.
- 17) Develop and implement fair and effective hiring and promotion processes and practices. Select, motivate, and evaluate department staff.
- 18) Manage and participate in the development and administration of the department budget; estimate funds needed for staffing, equipment, materials, supplies and projects; direct the monitoring and approval of expenditures; direct the preparation and implementation of budgetary adjustments as necessary.
- 19) Insure both internal and external personnel investigations are carried out properly and judiciously and take appropriate disciplinary action as required.
- 20) Review and sign all higher-level department communication.
- 21) Prepare and approve agenda bills; attend City Council and assigned boards, commissions and/or committee meetings and take necessary action regarding Council and/or committee agenda items as well as provide staff support to such assigned boards, commissions and/or committees as needed.
- 22) Perform other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of organizational characteristics, services and activities of municipal law enforcement programs.
- Knowledge of pertinent local, State and Federal laws, ordinances, statutes, and regulations.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of technical and administrative phases of crime prevention and law enforcement.

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- Knowledge of needs of the City, including ability to identify specific community and neighborhood issues.
- Knowledge of modern police department rules, regulations and procedures.
- Knowledge of use of firearms and other modern police equipment and inventory management.
- Knowledge and skill in providing effective programs to promote a high level of physical fitness among the department.
- Skill in the use of computer keyboard and software, including Word and Excel.
- Ability to develop, implement, and administer goals, objectives and procedures for providing effective, innovative and efficient law enforcement services.
- Ability to analyze problems, identify solutions, provide alternatives in support of established goals and implement recommendations.
- Ability to prepare and administer a complex departmental budget and allocate limited resources in a cost-effective manner.
- Demonstrated ability to provide effective leadership throughout the department. Must be able to manage and monitor work performance through the assistance of command personnel, supervisors and administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
- Ability to research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Ability to establish and maintain effective working relationships with other City departments and outside agencies.
- Proven ability to provide a positive public image of the department.
- Ability to plan and make effective presentations and speeches to civic and volunteer organizations, as well as press releases and interviews to the media.
- Ability to respond rapidly and effectively in emergencies.
- Demonstrated ability to lead and motivate employees.
- Demonstrated ability to be a strong, confident leader perceived as fair and effective.
- Ability to maintain regular and predictable attendance.

Machines, Tools, Equipment and Work Aids:

- Computer and related software, radios, telephone, dispatch console.
- Firearms, baton, OC spray, body armor, and other law enforcement related equipment that may be assigned from time to time.

Education, Certification and Experience Required:

- Possession of a Bachelor's Degree in Criminal Justice, Political Science, Business Administration, Public Administration or closely related field from an accredited college or university.
- Possession of a valid Texas Class C Driver's License.
- Possession of a Certified Peace Officer Certificate in the State of Texas.
- Possession of a Master TCLEOSE Certification.
- Ten years (10) of progressively responsible professional experience in municipal law enforcement, including five (5) years of senior command, administrative, or supervisory responsibility.
- Proven and effective leadership in law enforcement.

Physical and Environmental Conditions:

Duties are generally performed within the city limits in both indoor and outdoor settings. On occasions, there will be times that services are to be performed outside the city. The physical demands and work environment is representative of those that must be met by an employee to successfully perform the principle duties and responsibilities (essential functions) of this position or which the employee will encounter. While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. The employee must have normal vision, hearing and understandable articulation. The employee must occasionally lift and/or move objects or persons weighing up to one hundred (100) pounds. The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extreme hot and cold temperatures. The employee is occasionally exposed to personal risk while working in dangerous and life threatening situations and while driving or riding in a police vehicle at high rates of speed. The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, and convicts and felons. The noise level of the work environment ranges from generally quiet to moderately loud.

Special Requirements:

- Serves as member of the City Manager’s Core Team.
- Must be available nights, weekends, and holidays, as needed.

Signature/Approval:

I hereby acknowledge review and understanding of this job description.

Printed Name of Employee

Signature of Employee

Date

City Manager

Job Title of Supervisor

Signature of Supervisor

Date